



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-228 <hr/> Page 1 of 6
Agency TOWN OF BEL AIR		Division/Unit POLICE DEPARTMENT
Item No.	Description	Retention
	SUPERCEDES SCHEDULE NO. M-55, M-55A and M-55A1	
	A. <u>PERSONNEL ADMINISTRATION FORMS</u>	
1.	Payroll- Contains time sheets, leave and overtime requests, employees' annual leave and daily time recordings.	Retain for two (2) years, then destroy.
2.	Personnel Files- Files contain information on current employees, files may contain, but not limited to copies of applications, annual reviews, reprimands, disciplinary actions, awards, doctor's slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items until termination of employment, then transfer file to Town of Bel Air Human Resources Office.
3.	Training Records- Files contain information on current employees' training records, files may contain but not limited to copies of grades, certificates and class attendance.	Retain electronic files on all employees until three(3) years after termination of their employment, migrating to whatever system the department would acquire in the future, then destroy.
	B. <u>ADMINISTRATIVE REPORTS AND FORMS</u>	
1.	General Correspondence- Subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, police and other materials related to the administration of the Bel Air Police Department.	Screen annually and destroy that material no longer needed for current business. Retain permanently any material that serves to document the origin development, functions and accomplishments of the agency. Transfer periodically to the State Archives.
Schedule Approved by Department, Agency, or Division Representative. Date <u>Nov. 26, 2007</u> Signature <u></u> Typed Name <u>Chris G. Schlehr</u> Title <u>Town Administrator</u>		Schedule Authorized by State Archivist Date <u>4 Dec 08</u> Signature <u></u>

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2.	Statistical Reports- Monthly, quarterly and annual reports of productivity.	Retain for three (3) years, then destroy.
3.	Impound Records- Reports on all vehicles taken into custody.	Retain for five (5) years, then destroy, unless related to Incident Offense report, then it would be kept for life of supporting documentation, then destroy.
4.	Telephone Logs (Incoming/Outgoing)- Report on all incoming and outgoing calls. Information includes date, time, person called/calling, number, message/disposition and operator.	Retain for three (3) years, then destroy.
5.	Telephone Message Pads- Records of telephone messages for police department personnel.	Retain for sixty (60) days, then destroy.
6.	Radio Logs- Reports of Police Officer's activities while on patrol.	Retain for three (3) years, then destroy.
7.	Dissemination Logs- Records of all Criminal History record information that is released.	Retain for three (3) years, then destroy.
8.	Tow Log- Report of all vehicles towed. Information contains date, time, tow company, Complaint Number, tow company response time and Officer who request tow.	Retain for one (1) year, then destroy.
9.	Activity Sheets- Report of daily events for each shift. Included is a short narrative, Officer's responding, time and disposition.	Retain for one (1) year, then destroy.
10.	Fax Journal- Report on all incoming/outgoing fax. Included are date, page, time and disposition.	Retain for one (1) year, then destroy.
11.	911 Logs- Report of incoming 911 calls. Included are date, time and location.	Retain for ninety (90) days, then destroy.
12.	Audio Tapes- Recording of phone and radio transmissions	Retain for ninety (90) days, then destroy.

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13.	Teletypes- Contains information sent/received by the Bel Air Police Department on the following categories: Stolen vehicles, information from MVA on tags, fatal accidents, missing person, B&E, armed robberies, lost/stolen police property, stolen property, serious assault, homicide, detainees, administrative information, general police information, lost/stolen tags, executive summaries, attempt to locate, traffic reports, locate and hit confirmations.	Destroy teletypes as they are cancelled or requests have been completed. All other teletypes retain for three (3) years, then destroy.
14.	Disaster Plans	Retain until replaced, then destroy.
15.	Press Release- Contains written information released to the news media concerning crimes and events occurring in the Town of Bel Air.	Screen and retain permanently any material having administrative, legal or historical value that serves to document the origin, development, functions and accomplishments of the agency. Transfer periodically to the Maryland State Archives. Retain all other material for one (1) year and destroy.
16.	Grant Documentation- All Correspondence dealing with grant applications, approvals, denials, justifications, updates and final reports.	Retain for three (3) years unless grant stipulation requires retaining for a period in excess of 3 years, then destroy.
17.	Report Monies Ledger- File containing information on monies received for reports, tapes, and pictures. File may contain but not limited to, last name of requester, check number, date received, date information sent and date posted.	Retain for three (3) years, then destroy.
<u>C. OPERATIONS FORMS AND RECORDS</u>		
1.	Warrants- File contains original warrant, printout of entry into MILES/NCIC, telephone calls to other agency if warrant is served by our agency.	Retain until warrant is served or recalled by the Courts, then return to the court.
2.	Warrant/Summons Book- File includes tracking number issued to each warrant/summons, return date, name, charge, date served or recalled and Officer who served warrant/summons.	Retain each page for one (1) year after last warrant/summons has been served, then destroy.
3.	Accident Reports- Reports and photographs of all accidents investigated by Bel Air Police Department.	Retain for three (3) years, then destroy, unless serious accident, retain five (5) years, then destroy.

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4.	Field Interview Report- File includes copies of Field Interviews conducted by a Bel Air Police Officer.	Retain for five (5) years, then destroy.
5.	State of Maryland Traffic Citation- File includes the issuance control ledger and a single copy of each State Traffic Citation issued by a Bel Air Police Officer.	Retain for three (3) years after issue, then destroy.
6.	State of Maryland Equipment Repair Order- File includes a single copy of each Equipment Repair Order/Warning issued by a Bel Air Police Officer.	Retain for three (3) years after issue, then destroy.
7.	Traffic Citation Transmittal Form- Departmental copy of a list sent to District Court of all traffic citations written.	Retain for one (1) year, then destroy
8.	Bel Air Police Department Parking Tickets (PAID)- Paid parking tickets issued by a member of the Bel Air Police Department.	Retain electronic files for five (5) years, migrating to whatever system the department would acquire in the future, then delete. Destroy Hard copy once citation is paid.
9.	Bel Air Police Department Parking Tickets (UNPAID)- Outstanding parking citations issued by a member of the Bel Air Police Department.	Retain electronic files for three (3) years, migrating to whatever system the department would acquire in the future, then delete. Retain hard copies for three (3) years after issue, then destroy.
10.	Bel Air Police Department Citations Nolle Prosequi)- Parking citations issued by a member of the Bel Air Police Department Nolle Prosequi by the Court or the State's Attorney's Office.	Retain electronic files for five (5) years, migrating to whatever system the department would acquire in the future then delete. Destroy hard copy once Nolle Prosequi.

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11.	Juvenile Photographs- Photo of subject with pertinent information.	Retain until the subject reaches the age of 21, then destroy.
12.	Juvenile Arrest Book- Book with pertinent information on subject arrested.	Retain until the subject reaches the age of 21, then destroy.
13.	Fingerprint Cards (Juvenile)- Bel Air Police Department fingerprint card with pertinent information of juvenile arrested.	Retain until the subject reaches the age of 21, then destroy.
14.	Juvenile Arrest Cards- Index cards listing pertinent information of juvenile arrested to include date of offense, complaint number and charge.	Retain until the subject reaches the age of 21, then destroy.
15.	Offense Report (Juvenile)- Report of all criminal activity reported to the Bel Air Police Department involving juveniles.	Retain 30 years, then destroy.
16.	Juvenile Detention Log- Log containing juvenile arrest number, date & time secured and date & time released, total time secured, and charge.	Retain five (5) years, then destroy.
17.	Juvenile Citations- Citations for alcohol and tobacco violations.	Retain three (3) years, then destroy.
18.	Adult Photographs- Photo of subject with pertinent information.	Retain for 75 years, then destroy.
19.	Finger Print Card (Adult)- Bel Air Police Department fingerprint card with pertinent information of adult arrested.	Retain for 1 year, then destroy.
20.	Adult Arrest Card- Index cards listing pertinent information of adult arrested to include date of offense, complaint number and charge.	Retain for 75 years, then destroy.
21.	Adult Arrest Book/Sheet- Book/Sheet with subjects pertinent information and complaint number, charge, and tracking/case number.	Retain electronic files for 75 years, migrating to whatever system the department would acquire in the future, then delete. Retain hard copies for five (5) years, then destroy.

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22.	Criminal/Civil Citations- Citations for persons 18 or older for certain alcohol violations, Citations for criminal or municipal violations	Retain three (3) years, then destroy
23.	Incident Offense Report- File includes all original Part I incident/offense reports used to document official police actions regarding reported crimes. The file also includes copies of forms which contain specialized information relating to the original document.	Retain for 30 years, then destroy.
24.	UCR Report- Monthly statistical report sent to Maryland State Police and the FBI	Retain two (2) years, then destroy.
25.	Misdemeanor/Non-Criminal Reports- File includes original offense report requiring police involvement where no suspects and/or for insurance purpose only.	Retain for five (5) years, then destroy.
26.	Misdemeanor/Traffic Incidents with Arrests- File includes original offense report other than Part I incidents where there are suspects and/or arrests.	Retain for ten (10) years, then destroy
27.	Evidence- Items such as, but not limited to, documents, photographs, maps, video tapes which are used for the purpose of proving or disproving fact in a case for court.	Retain until no longer needed for court, then destroy.
28.	Expunged Records- Files expunged by Court Order are sealed and placed in a locked fire proof file cabinet. All reference to include photo, print cards, arrest card, arrest sheet from arrest book.	Retain sealed files for three (3) years after expunged, then destroy.